

The Commonwealth of Massachusetts

Executive Office of Administration and Finance

Designer Selection Board

One Ashburton Place, 10th Floor, Room #1004
Boston, Massachusetts 02108

TEL: (617) 727-4046

FAX: (617) 727-0112

PUBLIC NOTICE #16-06

April 20, 2016

This Board will accept applications from architects, engineers, or other disciplines as noted, whichever is designated for the projects described in the attached Public Notice identified as **List #16-06**. Applicants are requested to submit a separate Designer Selection Board Application Form (**16 COPIES**) for each project for which they wish to be considered. **An electronic copy of the DSB Master File Brochure and the DSB Application Form (updated May 2014) are available from the Web site address www.mass.gov/dcam/dsb. Please be sure to use the latest forms.** **Application closing date for projects on DSB List #16-06 is 2:00 p.m., WEDNESDAY, May 11, 2016.** The advertisements may be found on the web by going to the DSB web-site at www.mass.gov/dcam/dsb. Please send all correspondence to the Designer Selection Board, ONE ASHBURTON PLACE, ROOM 1004, BOSTON, MA 02108.

This Public Notice, including attachments, may be duplicated by any and all interested.

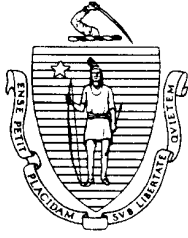
Please note the following: This Public Notice #16-06 includes: (a) the procedures for conforming to M.G.L. C.7, § 40N, Executive Orders 524 and 526 regarding Affirmative Market and Minority and Women Owned Business Participation.

**ALL APPLICATIONS MUST BE SUBMITTED ON THE DSB APPLICATION FORM (Updated May 2014)
(ENCLOSED HEREIN)**

FAILURE TO USE THE ABOVE FORM MAY BE THE BASIS FOR REJECTION OF YOUR APPLICATION.

A handwritten signature in cursive script that reads "Claire G. Hester".

**Claire G. Hester, Program Coordinator
DESIGNER SELECTION BOARD**



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PUBLIC NOTICE

**TO: The Republican
Lowell Sun**

*(Email) 1860 Main Street, Legal Ads
(Email) 491 Dutton Street, Legal Ads*

**Springfield, 01101
Lowell, 01854**

FROM: Designer Selection Board

DATE: April 13, 2016

SUBJECT: Classified Legal Advertisement

On April 22, 2016, please insert one day only, the below approximate 2 column 2 inch classified legal advertisement of the Designer Selection Board. Submit proof of advertisement attached to your invoice. Please refer to P.O. #GAE *20720 .

A handwritten signature in cursive script that reads "Claire G. Hester".

**Claire G. Hester
Program Coordinator
DESIGNER SELECTION BOARD**

PUBLIC NOTICE

DESIGNER SELECTION BOARD

PUBLIC NOTICE

Architects and engineers are advised that DSB Project List #16-06, dated April 20, 2016 describing 02 Designer Selection Board project(s) is now available at www.mass.gov/dcam/dsb

PUBLIC NOTICE

DESIGNER SELECTION BOARD

PUBLIC NOTICE

APPLICANTS PLEASE NOTE:

The following requirements were implemented on the following dates and continue to be requirements.

May 2014

Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.

May 2013

Reasons for Rejection of Applicants

The following list which would result in a Board determination that the application missing the following information will be considered ineligible for further review and the applicant is ineligible for selection either as a result of violation of provisions of law, provisions of Executive Order or rules properly established by the Board would include:

1. Application not signed by a Principal of the firm.
2. Applicant firm is not a designer as defined in Chapter 7C.
3. Applicant firm is not of the type (i.e. A, A/E, E) requested in the advertisement.
4. The P.I.C. of the prime applicant does not meet the requirements of the advertisement.
5. Failure to include resume of one or more of personnel listed on the organizational chart or otherwise required.
6. Application does not include both MBE and WBE.
7. MBE and/or WBE goals are met with non-requested prime or sub-consultants.
8. Ownership requirements as defined by Chapter 7C not fulfilled.
9. Application does not include all requested sub-consultants.
10. All sub-consultants must be registered in the Commonwealth of Massachusetts when such registration is available.
11. Section #12 of the application is not answered with "Yes" or "No".
12. No Master File Brochure on file.
13. Failure to supply sub-consultants acknowledgement form.
14. Failure to supply Out of State Registration Certificate - All Out of State firms applying to advertisements to the Designer Selection Board must insure they are registered to do business with the Secretary of the Commonwealth of MA.
15. Applications that are incomplete will be rejected.

February 2013

DSB Application Update – Section 7 - Resume

Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Confine responses to the space provided on the Form and limit Resumes to ONE person per discipline requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.

DSB MASTER FILE BROCHURE (Updated January 2011)

In addition to the individual application form separately filed for each specific project, architects, engineers, planners, construction managers, and related construction industry consultants who wish to be considered for appointment as program consultants, designers, or construction managers on state projects under the jurisdiction of the Designer Selection Board must submit current (within one year of application) credentials in the form of a master brochure as specified on the new DSB Master File Brochure (Updated February 2011), (attached herein). Applicants may supplement the required material with their printed brochure, including pictures and illustrations and any other information which the applicant deems essential to be representative of his or her capabilities. Please utilize return receipt if an acknowledgment is desired. All material shall become the property of the Commonwealth, may be disposed of without notification, and shall be considered public information.

Electronic copies of the forms are available at the following Commonwealth's Web site: www.mass.gov/dcam/dsb

CHAPTER 579

In accordance with Chapter 579 of the Acts of 1980 all contracts for designer services for all capital facility projects entered into on or after January 1, 1982 shall conform to those provisions specified in this act. Some of the major changes mandated by this legislation include the following:

1. Lump sum design fees may be set by the Commissioner prior to DSB selections process, or negotiated after the DSB selection process. (See M.G.L. C.7C, §50). If designer's fee is negotiated, he must file a truth-in-negotiations certificate. (Revised to M.G.L. C.7C, §50 per Chapter 165 of 2012).
2. There can be no change in consultants from those named on the DSB application unless approved by the Commissioner and reported to the DSB. The director may require a Consultant employed by the designer to obtain and maintain liability insurance.

Section 50

- (a) In the selection of a designer when the fee for design services has been set by the commissioner prior to the selection process, the commissioner shall appoint a designer from among the list transmitted to him or her under §49. If the commissioner appoints any designer other than the one ranked first by the board, he or she shall file a written justification of the appointment with the board.
- (b) When the fee for design services is to be negotiated, the commissioner shall review the list transmitted by the board, and may exclude any designer from the list if a written explanation of the exclusion is filed with the board. The commissioner shall then appoint a designer based on successful fee negotiation. The commissioner or persons designated by him or her shall first negotiate with the first ranked designer remaining on the list. Should the commissioner be unable to negotiate a satisfactory fee with the first ranked designer within thirty days, negotiations shall be terminated and negotiations undertaken with the remaining designers, one at a time, in the order in which they were ranked by the board, until an agreement is reached. In no event may a fee be negotiated which is higher than a maximum fee set by the commissioner prior to selection of finalists. Should the commissioner be unable to negotiate a satisfactory fee with any designer initially selected as a finalist by the board, the board shall recommend additional finalists in accordance with the provisions of this chapter. The commissioner may require a finalists with whom a fee is being negotiated to submit a fee proposal and include with it such information as the commissioner requires to provide current cost and pricing data on the basis of which the designer's fee proposal may be evaluated.
- (c) All fees shall be stated in designer's contracts and in any subsequent amendment thereto as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS TO THE DSB

1. Submission of the DSB Master File Brochure (Updated February 2011) in the format required, and at least annually, continuously update same.
2. Updating of the DSB Master File Brochure (Updated February 2011) when there are significant principal or key personnel changes in a firm.
3. Receipt of applications from designers who are full time employees of another firm shall disqualify the applicant.
4. A person may not submit more than one application as a "prime" applicant on the same project. The applications of any such applicant shall be considered disqualified. This rule does not preclude a person applying as a "prime" applicant even though that applicant is also listed as a consultant on one or more other "prime" applications on the same project. For the purposes of this paragraph the term "person" means an individual, corporation, association, partnership or other legal entity.
5. Simultaneous receipt of applications from individuals or group of individuals who are associates or who are involved in an association or corporation filing for the same project shall disqualify the applicants.
6. Applicants agree to execute the current forms of the Commonwealth of Massachusetts Contract for Study Services (Revised 11/10) and Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 2/10) (which replace the former DCAMM Form C-2 or the DCAMM Form C-3 and their successors).
7. Chapter 7C, § 51 requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:
 - a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAMM), and continue to do so annually throughout the term of the contract;
 - b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls, and expresses their opinion regarding those controls.
8. Every application or statement filed pursuant to this section shall be sworn to under penalties of perjury. A designer, programmer or construction manager who has been determined by the Board to have filed materially false information under this section shall be disqualified by the Board from further consideration for any project for such time as the Board determines is appropriate. **UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED BY THE BOARD.**

ADDITIONAL REQUIREMENTS FOR DESIGNERS PROVIDING PLANS & SPECIFICATIONS

(a) Certification that the applicants' legal entity, if applying to perform design services other than preparation of studies, surveys, soil testing, cost estimates, programs, or construction management is a designer as defined. The definition of a design professional as listed in M.G.L. C.7C, §44 follows:

"Designer," an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of architecture, landscape architecture, or engineering, which satisfies the following:

- (i) if an individual, the individual is a registered architect, landscape architect, or engineer; (registered in the Commonwealth of Mass.)*
- (ii) if a partnership, a majority of all the partners are persons who are registered architects, landscape architects, or engineers; (registered in the Commonwealth of Mass.)*
- (iii) if a corporation, sole proprietorship, joint stock company or other entity, the majority of directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, landscape architects or engineers, and the person to be in charge of the project is registered in the discipline required for the project.*

[Note: This requires that the chief executive officer and a majority of the directors or a majority of the stock ownership be registered architects, landscape architects or engineers, and that the person to be in charge of the project be registered in the discipline required for the project. “Registered” means registered in the Commonwealth of Massachusetts.]

(iv) if a joint venture, each joint venturer satisfies the requirements of this section.

(b) As a condition of application, each applicant agrees to carry, if selected for the new project, (other than a master plan, program, or construction management) professional liability insurance in the amount equal to 10% of the estimated construction cost of the project, in conformance with the provisions of Article 12 of study contract and Article 12 of the design contract, i.e. minimum coverage of \$250,000 and maximum coverage of \$5,000,000. Note that the requirement for professional liability insurance shall apply to both the Commonwealth of Massachusetts Contract for Study Services (Revised 11/10) and Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 2/10) when a project is advertised by both study and design services.

CRITERIA FOR SELECTION OF SEMI-FINALISTS AND FINALISTS

IN CONFORMANCE WITH CHAPTER 7C, SECTION 49

1. Prior similar experience best illustrating current qualifications for this project.
2. Identity and qualifications of the key persons and consultants who will work on this project.
3. Depth of the firm with respect to size and complexity of the project.
4. Past performance on public and private projects.
 - a. Quality, clarity, completeness and accuracy of contract documents and design contract.
 - b. Effectiveness of meeting established program requirements and function within allotted budget.
 - c. Accuracy of cost estimates including assessment of contractors’ requisitions for payment and change order proposals.
 - d. Management ability to meet schedules including submission of design and contract documents and processing of shop drawings, contractors’ requisitions and change orders.
 - e. Coordination and management of consultants.
 - f. Working relationship with contractors, subcontractors, Division of Capital Asset Management and Maintenance (DCAMM) staff and agency representatives.
5. Financial stability - including prompt payment of consultant fees.
6. Current workload with DCAMM and other public agencies.
7. Geographical location of the firm with respect to the proposed project.
8. Participation of MBEs and WBEs as prime consultants or sub-consultants in a role consistent with the participation goals set forth for the project.
 - a. The Designer Selection Board adheres to M.G.L. C.7C, § 6, Executive Orders 524 and 526 as implemented by the Division of Capital Asset Management and Maintenance establishing goals for minority business enterprise (MBE) and women business enterprise (WBE) participation on all design contracts unless otherwise noted. (See attached pages 4-8)

- b. The Minority Business Enterprise and Woman Business Enterprise participation goals established for each contract are set forth on the first page of the “Designer Selection Board Project Criteria” solicitation for that contract.

PARTICIPATION BY MINORITY OWNED BUSINESSES AND WOMAN OWNED BUSINESSES

Pursuant to M.G.L. C.7C, § 6, Executive Orders 524 and 526, the Commissioner of the Division of Capital Asset Management and Maintenance (DCAMM), as designee of the Secretary of Administration and Finance, has developed the following goals and procedures to encourage full participation by minority business enterprises (MBEs) and women businesses enterprises (WBEs) (collectively MBE/WBEs) on contracts for design services entered into by DCAMM and other public awarding authorities with MBE/WBE Participation Programs.

GOALS

Subject to the terms of this memorandum, the following MBE/WBE participation goals shall apply to the total dollar value of all study and design contracts awarded for DCAMM projects:

The Minority Business Enterprise and Women Business Enterprise (MBE/WBE) participation goal is a combined goal of 17.9%.

Applicants must utilize a mix of both MBE and WBE firms whose participation, when added together, meets the overall combined goal set for the Contract. The combined goal requires a reasonable representation of both MBE and WBE firm participation. The Combined MBE/WBE goal must be met within the list of requested prime and sub-consultants. All applicants must indicate in the prime firm’s application how they or their consultants will meet these goals and will be evaluated on that basis.

Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified will be required to bring a reasonable amount of participation by a firm(s) that holds the certification which is not held by the applicant to the project. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or have only nominal participation by one or the other to meet the combined goal, will not be considered responsive. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE/WBE goal. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goal, but must state this relationship on the organizational chart.

If the contracting design firm is not itself an MBE or WBE, then MBE/WBE participation credit will be given for the value of any work under the contract that is actually performed by each MBE or WBE consultant, subcontractor or sub-consultant (hereafter “subcontractors”) to the Designer.

Although the contract contains a combined goal, participation by MBE and WBE firms must be reported and tracked separately.

MODIFICATION OF M/WBE PARTICIPATION GOALS FOR PARTICULAR PROJECTS

DCAMM reserves the right to reduce or waive the MBE/WBE participation goals stated above for a particular project prior to the receipt of applications to the Designer Selection Board upon its own initiative or upon the request of any applicant if DCAMM determines that it is not feasible for a non-MBE/WBE design firm to meet the MBE/WBE goal established for the project based upon any or all of the following: (i) actual MBE/WBE availability, (ii) the geographic location of the project to the extent related to MBE/WBE availability, (iii) the contractual scope of work, (iv) the percentage of work available for subcontracting to MBE/WBEs, or (v) other relevant factors as determined by DCAMM.

The MBE/WBE participation goals established for each project are set forth in the Designer Selection Board Project Criteria published for that project.

After a project is advertised, requests from prospective applicants to reduce or waive the MBE/WBE participation goals for that project, with all supporting documentation, must be submitted with the application, with a copy to DCAMM's Compliance Office, One Ashburton Place, 15th Floor, Boston, MA 02108. Except as provided below, DCAMM will not consider any request to reduce or waive the MBE/WBE participation goals for a project if the request is received after this deadline.

DETERMINATION OF MBE/WBE STATUS

A minority owned business shall be considered an MBE only if it has been certified as a minority owned business by the Supplier Diversity Office ("SDO") (formerly SOMWBA). A woman owned business shall be considered a WBE only if it has been certified as a woman owned business by SDO. Certification as a disadvantaged business enterprise ("DBE"), certification as an MBE/WBE by any agency other than SDO, or submission of an application to SDO for certification as an MBE/WBE shall not confer MBE/WBE status on a firm.

Minority owned businesses and woman owned businesses are strongly encouraged to submit applications for certification as MBE/WBEs to SDO. Information is available from SDO, One Ashburton Place, 13th Floor, Boston, MA 02108 (617) 502-8831 and at www.mass.gov/sdo

IDENTIFICATION OF MBE/WBE PARTICIPANTS BY THE SELECTED DESIGNER

The current SDO Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.

Not later than five (5) working days after the Designer receives notice of selection for the advertised project, (A-5 Letter), the Designer shall submit to DCAMM's Compliance Office (i) a Letter of Intent for each of the M/WBEs that will perform work under the contract, and (ii) a Schedule of MBE/WBE Participation. The form of Letter of Intent and Schedule of MBE/WBE Participation are included in this application package.

Within five (5) working days after receipt of the Letters of Intent, DCAMM's Compliance Office shall review and either approve or disapprove the Designer's submissions. Without limitation, DCAMM reserves the right to reject the Letter of Intent of any MBE/WBE that is to perform work in a category that is not listed in its SDO certification, or if the price to be paid for the MBE/WBE Work as stated in the Letter of Intent does not bear a reasonable relationship to the value of such work as reasonably determined by DCAMM. If the Designer has not submitted an appropriate Schedule of MBE/WBE Participation and appropriate Letters of Intent and SDO certification letters establishing that the MBE/WBE participation goal for the project will be met, the Designer may be considered ineligible for award of the contract and DCAMM may award the contract to the second ranked Designer, subject to that Designer's compliance with these conditions.

DCAMM reserves the right to reduce or waive the MBE/WBE participation goals for a project prior to the final selection of a designer, provided that no such reduction or waiver shall be granted except under the following circumstances: the Designer must establish and document that it has been unable to obtain commitments from MBE/WBE subcontractors sufficient to meet the MBE/WBE goals for the project after having made a diligent, good faith effort to do so; all such documentation must accompany the Designer's request to reduce or waive the MBE/WBE participation goal submitted with its application and shall include, at a minimum, the following:

- A list of all items of work under the contract that the Designer made available for subcontracting to MBE/WBEs. The Designer shall identify all items of work that the Designer did not make so available and shall state the reasons for not making such work available for subcontracting to MBE/WBEs. The Designer shall also demonstrate that, where commercially reasonable, tasks were divided into units capable of being performed by MBE/WBEs.
- Evidence that the Designer sent written notices soliciting proposals to perform the items of work made available by the Designer for subcontracting to MBE/WBEs to all MBE/WBEs qualified to perform such work. The Designer shall identify (i) each MBE/WBE solicited, and (ii) each MBE/WBE listed in the SDO directory under the applicable work

category who was not solicited and the reasons therefor. The Designer shall also state the dates notices were mailed and provide a copy of the written notice(s) sent.

- Evidence that the Designer made reasonable efforts to follow up the written notices sent to MBE/WBEs with telephone calls or personal visits in order to determine with certainty whether the MBE/WBEs were interested in performing the work. Phone logs or other documentation must be submitted.
- A statement of the response received from each MBE/WBE solicited, including the reason for rejecting any MBE/WBE who submitted a proposal.
- Evidence of efforts made to assist MBE/WBEs that need assistance in obtaining insurance, or lines of credit with suppliers if the inability of MBE/WBEs to obtain, insurance, or lines of credit is a reason given for the Designer's inability to meet the MBE/WBE goals.
- The Designer also shall submit any other information reasonably requested by DCAMM to show that the Designer has taken all actions which could be reasonably expected to achieve the MBE/WBE participation goals.

The Designer may submit any other information supporting its request for a waiver or reduction in the MBE/WBE participation goals, such as evidence that the Designer placed advertisements in appropriate media and trade association publications announcing the Designer's interest in obtaining proposals from MBE/WBEs, and/or sent written notification to MBE/WBE economic development assistance agencies, trade groups and other organizations notifying them of the contract and the work to be subcontracted by the Designer to MBE/WBEs.

Requests by a selected Designer to reduce or waive the M/WBE participation goals for a particular project based upon the Designer's inability to obtain commitments from MBE/WBE subcontractors sufficient to meet the MBE/WBE goals after having made a diligent, good faith effort to do so must be received by DCAMM not later than with that firm's application to the DSB.

The Designer's compliance with these procedures and goals is a prerequisite for award of the contract, provided that DCAMM reserves the right to waive minor defects in documents and extend time limits in its sole discretion.

SCHEDULE FOR PARTICIPATION
BY MINORITY/WOMEN BUSINESS ENTERPRISES
DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

DCAMM Project Number _____ Project Location _____

Project Name _____

This form must be submitted to DCAMM's Compliance Office by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter). A Letter of Intent and SDO certification letter for each MBE/WBE must be submitted with this Schedule of MBE/WBE participation.

DESIGN FIRM CERTIFICATION:

The undersigned Design firm agrees that it will subcontract with the following listed firms for the work described and for the dollar amounts listed below. For purposes of this commitment, the MBE and WBE designation means that a business has been certified by SDO as an MBE, WBE or M/WBE. The Designer must indicate the MBE/WBE firms it intends to utilize on the contract as follows (attach additional sheets if necessary):

Company Name & Address	MBE or WBE	Describe MBE/WBE Scopes of Work	Total Dollar Value of Participation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Combined MBE/WBE Goal \$ _____

Total Dollar Value of MBE Commitment: \$ _____

Total Dollar Value of WBE Commitment: \$ _____

The undersigned hereby certifies that he/she has read the terms and conditions of the contract with regard to MBE/WBE participation and is authorized to bind the Designer to the commitment set forth above.

Name of Designer Firm _____

Authorized Signature _____

Business Address _____

Print Name _____

Title _____

Telephone No. _____ Fax No. _____

Date _____

Design Schedule for Participation – Revised 1/12

MINORITY/WOMEN BUSINESS ENTERPRISES PARTICIPATION DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

THIS OFFICIAL FORM MAY NOT BE ALTERED
POLICY ON EMPLOYMENT OF STUDY CONSULTANTS FOR SUBSEQUENT DESIGN PROJECTS

Amended by the Designer Selection Board on December 15, 2000

1. The Commissioner may appoint a designer to perform continued or extended services if the following conditions are met:
 - (i) *a written statement is filed with the Board explaining the reasons for the continuation or extension of services;*
 - (ii) *the program for the design services is filed with the Board if one is required by the regulations of the division; and*
 - (iii) *the Board approves the appointment of the designer for continued or extended services and states the reasons therefor.*
2. When the Board has required that applicants list consultants which the applicants may employ, in no event shall a consultant be used who is debarred pursuant to Section forty-four C of Chapter one hundred and forty-nine as amended, and any change or addition to the consultants named in the application and allowed by the Board upon appointment must be approved by the Deputy Commissioner and reported to the Board, along with a written statement by the designer or construction manager of the reasons for the change.

GENERAL INSTRUCTIONS FOR FILING APPLICATIONS

1. As of 05/2014, the application form required for submission to the Designer Selection Board has been updated. The form is as follows: DSB Application Form (Updated May 2014) (included herein). All specific project applications must be submitted on the DSB (Updated May 2014) Application form. Failure to supply above documents will result in rejection of application.
2. Please mail One Original copy of the Master File Brochure to: **Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02108**. Electronic copies are not accepted.
3. An electronic copy of the DSB Master File Brochure (Updated February 2011) and the DSB Application Form (Updated May 2014) are available for download from the Web site address: www.mass.gov/dcam/dsb.
4. Applications should be limited to the application plus a maximum of **3 supplementary pages** (double sided) unless otherwise noted. **Please ensure that the Original copy of the application that contains the sub-consultant acknowledgement and the SDO certifications are clearly marked ORIGINAL**. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. **Submit 16 copies. Please duplicate forms double-sided, if possible, to minimize paper waste.**
5. No cover letters, binders and superfluous material. **Please staple upper right corner, landscape.**
6. DSB recommends that the principal who would be in charge of the project make sure that the form is complete including appropriate signature. Unsigned applications will not be considered.
7. Out of State Prime Firms MUST be registered with the Secretary of State. Please attach (one copy only with Original application) firm's State Registration Certificate – Registered to do business with the Commonwealth of Massachusetts.
8. When citing work performed by the applicant while employed by another firm, make certain said firm is properly identified including the individual's level of responsibility.
9. By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected. It is a requirement that all applicants supply a signed DSB SC-A's (Sub-Consultant Acknowledgement). There can be no change in consultants from those named unless approved by DCAMM and reported to the Designer Selection Board (C.7C, §51) It is a requirement that all applicants supply the signed document, attached to the application, by the listed sub-consultants stating that they are aware and agree to being nominated by said applicant. Failure to supply above documents may result in rejection of application.
10. DCAMM contracts require that the Prime and Sub-Consultant personnel must be registered by the Commonwealth of Massachusetts in their respective disciplines and therefore, when applicable, the DSB **requires** registration in the disciplines listed in order to satisfy DCAMM contract requirements.
11. A person may not submit more than one application as a "prime" applicant on the same project. The applications of any such applicant shall be considered disqualified. This rule does not preclude a person applying as a "prime" applicant even though the applicant is also listed as a consultant on one or more other "prime" applications on the same project. For the purposes of this paragraph the term "person" means an individual, corporation, association, partnership or other legal entity.
12. Eligibility requirements are set forth in this Public Notice in item 8(a). Sub-paragraph (iii) of item 8(a) requires: 1) the majority of directors or a majority of the stock ownership to be persons who are Mass. registered architects, landscape architects or engineers; 2) the chief executive officer to be a person who is so registered; and 3) the person to be in charge of the project to be so registered in the discipline required for the project.
13. When the Prime applicant is to fulfill any of the requested consultant roles in the advertisement, then that role shall be defined in the organization chart as the applicant. It should also be referenced in Section 7 (resume) and Section 8 (experience) such that it proves the applicant is skilled in supplying these roles on the project.
14. Current SDO Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the original application.
15. Applicants are advised to apply only for those projects for which they are demonstrably qualified, as it reflects negatively on the applicant's credibility if the firm applies for every job advertised when only marginally qualified.
16. Applications should be mailed to the **Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02108**.
17. The Board relies almost exclusively on the information submitted on the applications to arrive at a short list of semi-finalists. Therefore, do not include statements that refer to the Master File Brochure for additional information. The Master File Brochures are usually considered upon request of a DSB member when additional supplementary information is needed.

18. Joint ventures are not encouraged. However, they may be advantageous for complex building types in which the participants have a combination of unique skills with a previous successful record of working together.
19. Current workload with DCAMM, other public agencies and the private sector are taken into consideration, however, usually only after the DSB has narrowed down the original applicants to a short list of qualified semi-finalists. The Board fosters effective broad-based participation in public work within the design professions.

NOTE **CMR 810 Publication/Instructions for Designers** (Form 9) was replaced by Designers Procedures Manual available on the Web site: <http://www.mass.gov/anf/docs/dcam/dlforms/designers-procedures-manual-aug08.pdf>

Commonwealth of Massachusetts DSB Master File Brochure (Updated February 2011)	1. Firm Name (or if not an entity, individual's name), and Business Address		2. Year Present Firm Established:		3. Date Prepared:																																																																	
	Telephone No.: _____ 1a. Submittal is for _____ Parent Company _____ Branch or Subsidiary Office 1b. Federal ID#: _____		4. Specify type of ownership and check 1, 2 or 3 below, if applicable.																																																																			
			<input type="checkbox"/>	(1) SDO Certified minority business enterprise (MBE)																																																																		
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5. Name of Parent company, if any:		5a. Former Company Name(s), if any, and Year(s) Established:																																																																				
6. Name of Sole Proprietor or Names of All Firm Partners and Officers																																																																						
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10. Summary of Professional Services Fees Received: (insert Index number)						Ranges of Professional Services Fees INDEX			
Last 5 Years (most recent year first)									
2011						1. Less than \$100,000			
2010						2. \$100,000 to \$250,000			
2009						3. \$250,000 to \$500,000			
2008						4. \$500,000 to \$1 million			
2007						5. \$1 million to \$2 million			
Federal Work						6. \$2 million to \$5 million			
Commonwealth of Massachusetts work						7. \$5 million to \$10 million			
All other domestic and foreign work						8. \$10 million or greater			
Experience Profile Code Numbers for use with questions 11, 12 and 13									
001	Acoustics; Noise Abatement	037	Fisheries; Fish Ladders	065	Microclimatology; Tropical Engineering	100	Special Environments; Clean Rooms, Etc.		
002	Aerial Photogrammetry	038	Forestry & Forest Products	066	Military Design Standards	101	Structural Design; Special Structures		
003	Agricultural Development; Grain Storage; Farm Mechanization	039	Garages; Vehicle Maintenance Facilities; Parking Decks	067	Mining and Mineralogy	102	Surveying; Platting; Mapping; Flood Plain Studies		
004	Air Pollution Control	040	Gas Systems (<i>Propane; Natural, Etc.</i>)	068	Missile Facilities (<i>Silos; Fuels; Transport</i>)	103	Swimming Pools		
005	Airports; Navajds; Airport Lighting; Aircraft Fueling	041	Graphic Design	069	Modular Systems Design; Pre-fabricated	104	Storm Water Handling & Facilities		
006	Airports; Terminals & Hangars; Freight Handling	042	Harbors; Jetties, Piers, Ship Terminal Facilities Structures or Components	070	Naval Architecture; Off-Shore Platforms	105	Telephone <i>Systems (Rural; Mobile Intercom, ; Etc.)</i>		
007	Arctic Facilities	043	Heating, Ventilating, Air Conditioning	071	Nuclear Facilities; Nuclear Shielding	106	Testing & Inspection Services		
008	Auditoriums & Theaters	044	Health Systems Planning	072	Office Buildings; Industrial Parks	107	Traffic & Transportation Engineering		
009	Automation; Controls; Instrumentation	045	Highrise; Air-Rights-Type Buildings	073	Oceanographic Engineering	108	Towers (Self-Supporting & Guyed Systems)		
010	Barracks; Dormitories	046	Highways; Streets; Airfield Paving; Parking Lots	074	Ordnance; Munitions; Special Weapons	109	Tunnels & Subways		
011	Bridges	047	Historical Preservation	075	Petroleum Exploration; Refining	110	Urban Renewals; Community Development		
012	Cemeteries	048	Hospital and Medical Facilities	076	petroleum and Fuel (<i>Storage and Distribution</i>)	111	Utilities (<i>Gas & Steam</i>)		
013	Chemical Processing & Storage	048A	Medical Facilities - Mental Health	077	Pipelines (<i>Cross-Country - Liquid & Gas</i>)	112	Value Analysis; Life-Cycle Costing		
014	Churches; Chapels	048B	Medical Facilities - Acute Care	078	Planning (<i>Community, Regional</i>)	113	Warehouses & Depots		
015	Codes; Standards; Ordinances	048C	Medical Facilities - Ambulatory Care, Clinics	079	Planning (<i>Site, Installation, and Project</i>)	114	Water Resources; Hydrology; Ground Water		
016	Cold Storage; Refrigeration; Fast Freeze	049	Hotels, Motels	080	Plumbing and Piping Design	115	Water Supply; Treatment and Distribution		
017	Commercial Building (<i>low rise</i>); Shopping Centers	050	Housing (Residential, Multi-Family; Apartments; Condominiums)	081	Pneumatic Structures, Air-Support Buildings	116	Wind Tunnels; Research/Testing Facilities		
018	Communication Systems; TV; Microwave	050A	Housing - Residential Mental Health	082	Postal Facilities	117	Design		
019	Computer Facilities; Computer Service	050B	Housing - Resid. Mental Ret. /Group Home	083	Power Generation, Transmission, Distribution	201	Zoning; Land Use Studies		
020	Conservation and Resource Management	050C	Housing - Elderly	084	Prisons & Correctional Facilities	202			
021	Construction Management	050D	Housing - Assisted Living	084A	Correctional Facilities - Minimum Security	203			
022	Corrosion Control; Cathodic Protection;	051	Hydraulics and Pneumatics	084B	Correctional Facilities - Medium Security	204			
023	Cost Estimating	052	Industrial Buildings; Manufacturing Plants	084C	Correctional Facilities - Maximum Security	205			
024	Dams (<i>Concrete; Arch</i>)	053	Industrial Processes; Quality Control	084D	Correctional Facilities - Youth Detention				
025	Dams (<i>Earth; Rock</i>); Dikes; Levees	054	Industrial Waste Treatment	084E	Public Safety Facilities - Police/Fire Stations				
026	Desalination (<i>Process & Facilities</i>)	055	Interior Design; Space Planning	084F	Public Safety Facilities - Training				
027	Dining Halls; Clubs; Restaurants	055A	Facilities Management	085	Product, Machine & Equipment Design				
028	Ecological & Archeological Investigations	056	Irrigation; Drainage	086	Radar; Sonar; Radio & Radar Telescopes				
029	Educational Facilities; Classrooms	057	Judicial and Courtroom Facilities	088	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)				
029A	Educational Facilities; Higher Ed	058	Laboratories; Medical Research Facilities	088A	Recreation Facilities - Ice Rinks				
029B	Educational Facilities; Secondary Ed	058A	Laboratories; Commercial	088B	Recreation Facilities - Senior/Community Centers				
029C	Educational Facilities; Elementary Ed	058B	Laboratories; Higher Ed Research Sciences	088C	Park Support Facilities (<i>Bath House; Visitor Center</i>)				
029D	Educational Facilities; Child Day Care	058C	Laboratories; Heavy Equipment	089	Rehabilitation (<i>Buildings; Structures; Facilities</i>)				
030	Electronics	058D	Laboratories; Pathology, Medical Examiner	090	Resource Recovery; Recycling				
031	Elevators; Escalators; People Movers	059	Laboratories; Crime Investigation	091	Radio Frequency Systems & Shieldings				
032	Energy Conservation; New Energy Sources	060	Landscape Architecture	092	Rivers; Canals; Waterways; Flood Control				
032A	Sustainable Design	061	Libraries; Museums; Galleries	093	Safety Engineering; Accident Studies, OSHA Studies				
033	Environmental Impact Studies, Assessments or Statements	062	Lighting (Interiors; Display; Theatre, Etc.)	094	Security Systems; Intruder & Smoke Detection				
034	Fallout Shelters; Blast-Resistant Design	063	Lighting (<i>Exteriors</i>)	095	Seismic Designs and Studies				
035	Field Houses; Gyms; Stadiums	064	Materials Handling Systems; Conveyors; Sorters	096	Sewage Collection, Treatment and Disposal				
036	Fire Protection		Metallurgy	097	Soils & Geologic Studies; Foundations				
				098	Solar Energy Utilization				
				099	Solid Wastes; Incineration; Land Fill				
				099A	Hazardous materials Abatement				

11. Profile of Firm's Project Experience, Last 5 Years								
Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)
1.			11.			21.		
2.			12.			22.		
3.			13.			23.		
4.			14.			24.		
5.			15.			25.		
6.			16.			26.		
7.			17.			27.		
8.			18.			28.		
9.			19.			29.		
10.			20.			30.		

12. List all current Projects (except for work for the Commonwealth) for which Prime Applicant is performing or is under contract to perform any design services (add/subtract rows as needed).						
Profile Code	Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C. *	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			

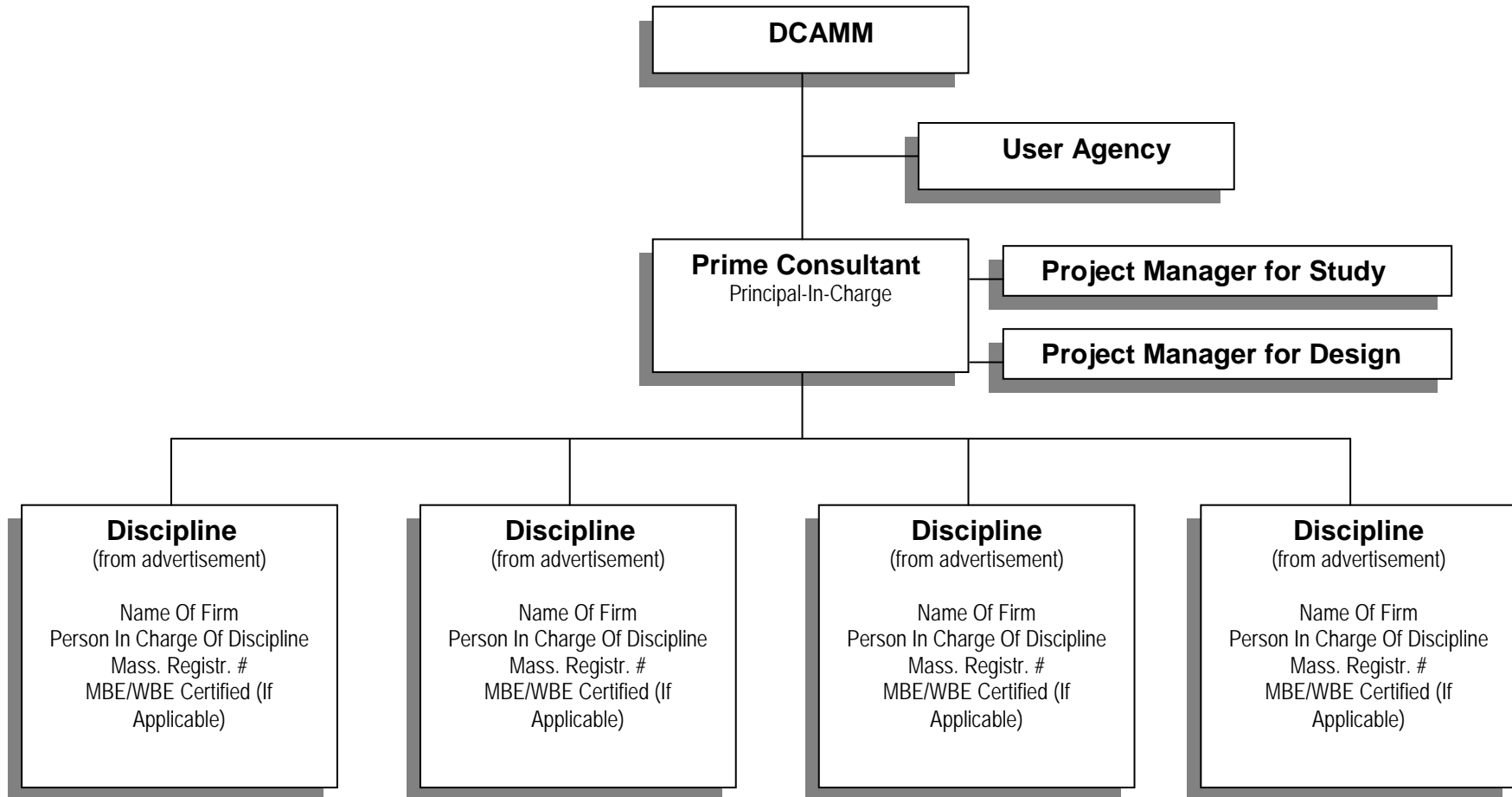
			8.			
			9.			
			10.			
			11.			
			12.			
			13.			
			14.			
			15.			
			16.			
			17.			
			18.			
			19.			

13. List all Projects completed within the past 5 years for which Prime Applicant has performed, or has entered into a contract to perform any design services for all public agencies within the Commonwealth (add/subtract rows as needed).						
Profile Code	Role P, C, JV	Phases St., Sch., D.D., C.D., A.C.	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			
			8.			
14. Professional Liability Insurance:						
Professional Liability Policy Certificate Number		Present Policy Expiration Date		Aggregate Amount Payable		
15. I certify that all information is submitted under the penalties of perjury and that I am familiar with the Mass. State Building Code and also Mass. General Laws, Chapter 149, Section 44A-44H, Section 44M, and Chapter 30, Section 39M. I also certify that the undersigned is an Authorized Signatory of the Firm and is a Principal or Officer of the Firm.						
Submitted by (Signature) _____			Printed Name and Title _____		Date _____	

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

Commonwealth of Massachusetts DSB Application Form (Updated May 2014)	1. Project Name/Location for Which Firm is Filing:		2a. DSB # Item #																																																																																																	
	2b. Mass. State Project #																																																																																																			
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:		3e. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)																																																																																																		
3b. Date Present and Predecessor Firms Were Established:		3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																																																																																																		
3c. Federal ID #:		3g. Name and Address Of Parent Company, If Any:																																																																																																		
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> Email Address: Telephone No: </div> <div> Fax No.: </div> </div>		3h. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/>																																																																																																		
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																																																				
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5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																				

6. List **ONLY** Those Prime and Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm and Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <u>ONLY</u> Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C. *	Project Name, Location and Principal-In-Charge:	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, or Estimated if Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. <u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE APPLICATION EVALUATION - PROJECT EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u>																																							
Be specific – No Boiler Plate																																								
11.	Professional Liability Insurance: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">Name of Company</td> <td style="width: 30%;">Aggregate Amount</td> <td style="width: 20%;">Policy Number</td> <td style="width: 20%;">Expiration Date</td> </tr> </table>								Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
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12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer YES or NO . If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).																																							
13.	Name Of Sole Proprietor Or Names Of All Firm Partners and Officers: <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>								Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>								Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 20%;">Name and Title</th> <th style="width: 10%;">% Ownership</th> <th style="width: 10%;">MA Reg.#</th> <th style="width: 10%;">Status/Discipline</th> <th style="width: 20%;">Name and Title</th> <th style="width: 10%;">% Ownership</th> <th style="width: 10%;">MA Reg.#</th> <th style="width: 10%;">Status/Discipline</th> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>								Name and Title	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
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a.				d.																																				
b.				e.																																				
c.				f.																																				
16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.																																							
Submitted By (Signature) _____ Printed Name and Title _____ Date _____																																								

The following forms MUST be attached to only ONE (ORIGINAL Copy) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.

DSB S-CA	Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT
-------------	---

Project: _____

Applicant Designer: _____

Sub-consultant: _____

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

Signature of Sub-Consultant Duly Authorized Representative

Print Name and Title

Date _____

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 16-06 **ITEM #** 1 **DSB PUBLIC NOTICE DATE:** April 20, 2016

LAST DATE FOR FILING APPLICATION IS: May 11, 2016 at 2:00 PM

The Board requests applications to be submitted by any of the following firms:

()	Architect	(X)	Engineer: (Mechanical)
(X)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **UMA16-29**

PROJECT TITLE: **Vertical Transportation System Inspection, Renovation, and Replacement**

PROJECT LOCATION: **Amherst**

AWARDING AGENCY: **University of Massachusetts Amherst (UMA)**

APPROPRIATION SOURCE: **Various (to be determined)**

AVAILABLE AMOUNT: **\$1,000,000 per Contract**

ESTIMATED CONSTRUCTION COST: **Less than \$2 million for each project**

TOTAL FEE, excluding reimbursables, based on scopes of work and services authorized, shall not exceed:

(**X**) Lump sum established set fee per M.G.L. C.7C, §50 \$1,000,000 Dollars

IMMEDIATE SERVICES AUTHORIZED:

- (**X**) CERTIFIABLE BUILDING STUDY
- (**X**) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
- (**X**) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
- (**X**) CONSTRUCTION PLANS AND SPECIFICATIONS
- (**X**) ADMINISTRATION OF CONSTRUCTION CONTRACT
- (**X**) OTHER

MBE/WBE PARTICIPATION:

In accordance with M.G.L. C.7C, §6 and Executive Orders 524 and 526, **University of Massachusetts Amherst** has established a minimum combined MBE/WBE participation goal of 17.9% of the overall value of the study and final design contracts for this project. Applicants must utilize a mix of both MBE and WBE firms whose participation, when added together, meets the overall combined goal set for the Contract. The combined goal requires a reasonable representation of both MBE and WBE firm participation. The Combined MBE/WBE goal must be met within the list of requested prime and sub-consultants. All applicants must indicate in the prime firm's application how they or their consultants will meet these goals and will be evaluated on that basis. Further information about the MBE/WBE Program appears in the DSB Public Notice at pages 4-8 titled "Participation by Minority Owned Businesses and Woman Owned Businesses," in the Commonwealth of Massachusetts Contract for Study Services (Revised 9/13) at Attachment C, in the Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 9/13) at Attachment E, and on the Supplier Diversity Office (formerly SOMWBA) website: <http://www.mass.gov/sdo>. Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified will be required to bring a reasonable amount of participation by a firm(s) that holds the certification which is not held by the applicant to the project. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or have only nominal participation by one or the other to meet the combined goal, will not be considered responsive. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE/WBE goal. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goal, but must state this relationship on the organizational chart (Section 6 of the application form).

N.B.1: This contract will be a "house doctor" contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the contract.

- N.B.2: The Awarding Agency may award up to **three (3) contracts**, each with a total value of **\$1,000,000** to qualified designers under this contract.
- N.B.3: UMASS customarily compensates the designer during the Study Phase on a percentage basis in accordance with the approved work plan and proposed and negotiated fee.
- N.B.4: UMASS customarily compensates the Designer during the Design Phase 15% of the Total Fee at Approval of Schematics, a total of 30% of the Total Fee at approval of Design Development Documents, a total of 70% of the Total Fee at Approval of Construction Documents, and a total of 100% of the Total Fee upon Final Acceptance of Project.
- N.B.4: Travel time and mileage to and from UMASS Amherst are **not** reimbursable to the prime consultant or listed sub-consultants.

APPROPRIATION LANGUAGE:

N/A

GENERAL SCOPE OF WORK:

The University of Massachusetts Amherst (UMA), the flagship of the University system, has 250 major buildings and 109 passenger elevators and dumbwaiters in Academic buildings, 63 elevators in Residential Life facilities and a few escalators and elevators in our hotel/campus center. The selected applicant will be required to provide inspection and/or design services for existing vertical transport installations at various buildings at the University of Massachusetts Amherst campus. Work will primarily include hydraulic and electric traction elevators of various manufacturer and age, and may also include escalators and lifts. Applicant will be expected to conduct full inspection of all units and their mechanical and electrical systems and their compliance with all applicable code requirements. Tasks and products will include written inspections, reports and assessments of findings, recommendations and cost estimates to effect the repair, upgrade and/or replacement along with the final design and construction administration services.

1. The scope of work may include but is not limited to: Investigating and conducting field inspections of the nature and severity of the problem.
2. Documenting existing conditions and findings.
3. Recommending detailed repairs and magnitude of cost for such repairs.
4. Proposing alternate methods of repairs for resolution of the problem, including energy efficient alternatives.
5. Developing the preferred solution to schematic design and/ or design development.
6. Preparing construction specifications and documents, cost estimates, and providing construction administration for the solution.
7. Coordination with UMass Amherst's accessibility consultant.

Consideration in the analysis should include energy costs, sustainability principles, expected remaining useful life of building systems and related life cycle costs. Particular attention should be paid to the constructability, reliability, durability and maintainability of vertical transportation systems and materials, and related building electrical systems.

If the selected designer is appointed for final design, the General Scope of Work will be defined by the certifiable building study and the current version of the DCAMM Designer Procedures Manual.

Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

ADDITIONAL SUPPORTING DOCUMENTS:

N/A

GENERAL CONDITIONS FOR THIS CONTRACT:

Contract

This contract is limited to projects with an estimated construction cost of less than \$2,000,000 as per M.G.L. C.7C §5, as amended by C. 159 §15 of the Acts of 2000, C. 245 §22 of the Acts of 2002 and C. 120 §8 of the Acts of 2009. **The designer must prepare studies for all projects under this contract, and all studies must be certified by the University of Massachusetts Amherst, Director of Design & Construction Management before final design can proceed.**

The applicant agrees to execute Commonwealth of Massachusetts Contract for Study, Final Design and Construction Administration Services (Revised 9/13)¹ (“Design Contract”) or its successor, without revisions or modifications. <http://www.mass.gov/anf/docs/dcam/dlforms/forms/dcam-standard-design-contract.pdf>

SDVOBE Participation- Chapter 108 of the Acts of 2012; Executive Order 546

The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises (“SDVOBE”) on its design projects. The benchmark for SDVOBE participation on DCAMM and other state agency design projects is 3% of the contract price as set forth in the standard DCAMM Study and Design Contracts referenced above.

Financial Statement

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:

- a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAMM), and its designee the University of Massachusetts Amherst, and continue to do so annually throughout the term of the contract;
- b) Submit a statement from a CPA or PA that states that they have examined management’s internal auditing controls, and expresses their opinion regarding those controls.

DCAMM Procedures

The designer will follow the procedures established in DCAMM’s Designer Procedures Manual dated August 2008 (<http://www.mass.gov/anf/docs/dcam/dlforms/designers-procedures-manual-aug08.pdf>). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/dcam>).

Executive Order 484

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/governor/legislationeeexecorder/executiveorder/executive-order-no-484.html>.

All building studies shall include preliminary estimates of the project’s energy use, water use, and greenhouse gas emissions using protocols established by EOEEA or as determined by DCAMM. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project’s impact on the operating agency’s plan for meeting EO 484’s goals are documented in the consensus solution, implementation plan and estimated construction cost.

Universal Design

Design solutions provided under this contract are expected to provide environmental elements that meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. The University of Massachusetts Amherst welcomes innovative design strategies that are usable by the widest range of people operating in the widest range of situations without special or separate design.

Accessibility

The consultant’s design must comply, *at a minimum*, with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations.html>), as well as the 2010 ADA Standards for Accessible Design (<http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>). When the requirements of these two laws differ the consultant shall comply with the one that provides the greater degree of accessibility. The consultant is also expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act (http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm) to provide equal access to programs, services and activities. The University of Massachusetts Amherst will use its Accessibility Consultants to provide technical assistance and oversight for accessibility compliance during the study, design and construction process, including accessibility audits of existing buildings.

Construction Specifications

The designer shall utilize the DCAMM Standard Specification, and comply with the University of Massachusetts Amherst Design Standards and Guidelines. (<https://www.umass.edu/dcm/design-guidelines>) (<http://www.umass.edu/physicalplant/resources>) (<http://www.ehs.umass.edu/construction-general>)

¹ The Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 9/13) replaces the former DCAMM Form C-2 Contract for Designer Services.

Cost Estimating

Cost estimates, cost models, and estimator participation in both the study and the design phases shall meet the requirements of the current DCAMM *Cost Estimating Manual* and will be submitted in Unifomat II in the study phase and in both Unifomat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at <http://www.mass.gov/anf/docs/dcam/dlforms/cem-feb06.pdf> and Unifomat II can be found at <http://fire.nist.gov/bfrlpubs/build99/PDF/b99080.pdf>.

CONDITIONS FOR APPLICATION:

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the Design Contract (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). The Agency may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATION EVALUATION – PERSONNEL

Applications will be evaluated based on the applicant and consultant's personnel and extent of compliance with MBE/WBE participation goals. Please see Section 6 on DSB Application Form: On the organizational chart, identify the team by listing them in the same order as below. Include resumes for all personnel.

- | | |
|----------------------------------|---|
| 1. Mechanical Engineer (P.I.C.)* | 6. Specifications Consultant |
| 2. Architect | 7. Cost Estimator (Independent Consultant) |
| 3. Electrical Engineer | 8. Vertical Transportation Specialist (QEI Certified) |
| 4. Structural Engineer | 9. Certified Asbestos Inspector |
| 5. Building Code Consultant | 10. Certified Asbestos Abatement Designer |

*Should the advertisement require the applicant to be either an Engineer or an A&E firm, the P.I.C. or P.M. must be a Registered Engineer in the Commonwealth of Massachusetts.

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately on the organizational chart.

APPLICATION EVALUATION – PROJECT EXPERIENCE

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C §49 and the work listed on DSB Application Form Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

- | | |
|--|---|
| 1. Demonstrated experience with vertical transportation design and high-rise building elevator repair/upgrade. | 2. Code Consultant preferably has demonstrated experience with code deficiencies in projects involving renovation and retrofit of existing buildings including but not limited to higher education research facilities. |
|--|---|

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and General Instructions - **DSB Application Form (Updated May 2014)** are included with this Public Notice and available for download at www.mass.gov/dcam/dsb

Applications that are incomplete will be rejected. Applications that are submitted on a form other than **DSB Application Form (Updated May 2014)** may be rejected as non-compliant and not be considered by the Board. Applications received at the DSB Office after the advertised deadline will not be considered.

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 16-06 **ITEM #** 2 **DSB PUBLIC NOTICE DATE:** April 20, 2016

LAST DATE FOR FILING APPLICATION IS: May 11, 2016 at 2:00 PM

The Board requests applications to be submitted by any of the following firms:

(<input checked="" type="checkbox"/>)	Architect	()	Engineer
(<input checked="" type="checkbox"/>)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **LFDEF 2016**

PROJECT TITLE: **Lawrence Family Development Lower School Gymnasium**

PROJECT LOCATION: **6-8 West Street, Lawrence, MA 01841**

AWARDING AGENCY: **Lawrence Family Development and Education Fund, Inc. (LFDEF) On Behalf of the Lawrence Family Development Charter School (LFDCS)**

APPROPRIATION SOURCE: **Commercial Line of Credit and Portion of Draw Down from Mass Development Finance Agency Bond**

AVAILABLE AMOUNT: **\$1,000,000.00**

ESTIMATED CONSTRUCTION COST: **\$700,000.00**

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

(☒) Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7C, §50, based on the approved estimated construction cost in the certified study. \$70,000 dollars

IMMEDIATE SERVICES AUTHORIZED:

(☒) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
(☒) CONSTRUCTION PLANS AND SPECIFICATIONS
(☒) ADMINISTRATION OF CONSTRUCTION CONTRACT

MBE/WBE PARTICIPATION:

LFDEF has not established a MBE/WBE participation goal for the final design contracts for this project. Applications from MBE and WBE firms as prime consultant are encouraged.

APPROPRIATION LANGUAGE: N/A

SITE VISIT: There will be a site visit scheduled for **Thursday, April 28, 2016** at 11:00 a.m... Please meet at 34 West Street School Entrance and contact Luis Nigaglioni , Facilities Manager.

LFDEF has been strengthening families and building community in Lawrence since 1992. The many programs develop the educational and leadership potential of adults, young adults and youth in Lawrence to improve their lives and community through service and sustaining economic development opportunities.

In addition LFDEF is the contracted business management company for LFDSCS. LFDSCS is one of original fourteen Massachusetts charter schools that began in 1995. Founded by a coalition of Hispanic parents and community leaders who wanted a school that would be responsive to the academic, language, cultural, and developmental needs of their children. The founders wanted to provide an alternative that supported language and cultural values important to families in the community. They dedicated themselves and the school to educating the children of immigrants and other new arrivals to the City of Lawrence and preparing them and their families to move forward with skills needed for success in the 21st Century. The school educates Kindergarten-1 through eighth grade with an enrollment of 700 students. Admission to the school is based on a yearly lottery to fill 80 K-1 seats that are available every September. Vacancies that exist in other grades when school opens in September are also filled through the lottery system. Over 900 children are currently on the waiting list for admission to LFDSCS.

GENERAL SCOPE OF WORK:

An architectural schematic plan incorporating code compliant pre-engineer building load specifications is required as well as site, fire protection/electrical, HVAC, plumbing specifications and administrative oversight for the completion of the demolition of a 3,282 sq ft garage space and replace with a 5,000 sq ft building for gymnasium use by the charter school and civic organizations.

The school encompasses three campuses. At the lower school campus, the intention is to raze an existing garage and replace with a similar pre-engineered building as the upper school did on Bradford Street. There have been environmental site tests done on the property since the original Blue Seal Feed Company donated its site to the nonprofit. An aerial picture of the red roof garage can be viewed below:



ADDITIONAL SUPPORTING DOCUMENTS:

The scope of work for this project is supported by the material listed below:

Geotechnical Test 6: <http://www.mass.gov/anf/docs/dcam/dsblist/dsb160501-geotechnical-test-6-west.pdf>

UTS Construction Test 6: <http://www.mass.gov/anf/docs/dcam/dsblist/dsb160501-uts-construction-6-west-st.pdf>

Post Revised Response Action Outcome: <http://www.mass.gov/anf/docs/dcam/dsblist/dsb160501-release-aug2004.pdf>

Release Abatement Measure Completion Statement Report: <http://www.mass.gov/anf/docs/dcam/dsblist/dsb160501-release-abatement-completion-6-west-st.pdf>

GENERAL CONDITIONS OF THIS CONTRACT:

Design Contract

LFDEF has established a goal of three months to complete design (SD, CD). The applicant agrees to execute the Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 9/13)¹ (“Design Contract”) or its successor, without revisions or modifications.

<http://www.mass.gov/anf/docs/dcam/dlforms/forms/dcam-standard-design-contract.pdf>

SDVOBE Participation- Chapter 108 of the Acts of 2012; Executive Order 546

The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises (“SDVOBE”) on its design projects. The benchmark for SDVOBE participation on LFDEF and other state agency design projects is 3% of the contract price as set forth in the standard DCAMM Study and Design Contracts referenced above.

Financial Statement

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:

- a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAMM), and continue to do so annually throughout the term of the contract;
- b) Submit a statement from a CPA or PA that states that they have examined management’s internal auditing controls, and expresses their opinion regarding those controls.

DCAMM Procedures

The designer will follow the procedures established in DCAMM’s Designer Procedures Manual dated August 2008 (<http://www.mass.gov/anf/docs/dcam/dlforms/designers-procedures-manual-aug08.pdf>). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: <http://www.mass.gov/dcam>.

Executive Order 484

This project shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/governor/legislationeeexecorder/executiveorder/executive-order-no-484.html>.

All building studies shall include preliminary estimates of the project’s energy use, water use, and greenhouse gas emissions using protocols established by EOEEA or as determined by LFDEF. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project’s impact on the operating agency’s plan for meeting EO 484’s goals are documented in the consensus solution, implementation plan, and estimated construction cost.

Accessibility

The pre-engineered design must comply, *at a minimum*, with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations.html>), as well as the 2010 ADA Standards for Accessible Design (<http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>). When the requirements of these two laws differ the consultant shall comply with the one that provides the greater degree of accessibility. The consultant is also expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act (http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm) to provide equal access to programs, services and activities. LFDEF will use its Accessibility Consultants to provide technical assistance and oversight

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for accessibility compliance during the study, design and construction process, including accessibility audits of existing buildings.

Cost Estimating

Cost estimates, cost models, and estimator participation in the design phases shall meet the requirements of the current DCAMM *Cost Estimating Manual* and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at <http://www.mass.gov/anf/docs/dcam/dlforms/cem-feb06.pdf>, and Uniform at II can be found at <http://fire.nist.gov/bfrlpubs/build99/PDF/b99080.pdf>.

CONDITIONS FOR APPLICATION:

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the Study Contract and Design Contract (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). LFDEF may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage. Note that the requirement for professional liability insurance shall apply to the Contract for Final Design and Construction Administrative Services.

APPLICATION EVALUATION – PERSONNEL

Applications will be evaluated based on the applicant and consultant's personnel and extent of compliance with MBE/WBE participation goals. Please see Section 6 on DSB Application Form: On the organizational chart, identify the team by listing them in the same order as below. Include resumes for all personnel.

- | | |
|---------------------------------|--|
| 1. Architect (P.I.C.)* | 6. Landscape Architect |
| 2. Mechanical Engineer (M/P/FP) | 7. Specifications Consultant (independent consultant required) |
| 3. Electrical Engineer | 8. Cost Estimator (independent consultant required) |
| 4. Structural Engineer | 9. MA Building Code Consultant (independent consultant required) |
| 5. Civil Engineer | |

*Should the advertisement require the applicant to be either an Architect or an A&E firm, the P.I.C. or P.M. must be a Registered Architect in the Commonwealth of Massachusetts.

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately on the organizational chart.

APPLICATION EVALUATION – PROJECT EXPERIENCE

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C §49 and the work listed on DSB Application Form Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

- | | |
|---|---|
| 1. Prior successful experience working with pre-engineered building systems | 3. Prior successful experience on Massachusetts public school construction projects |
| 2. Experience working with nonprofits budgets with minimal change orders | |

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and General Instructions - **DSB Application Form (Updated May 2014)** are included with this Public Notice and available for download at www.mass.gov/dcam/dsb

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